



COLORADO MESA
UNIVERSITY

Center for Teacher Education

**Early Childhood Special Education
(ECSE) Pre-Internship
Teacher Candidate and
Mentor Teacher Orientation**

August 14, 2024
5:00pm • DH 111

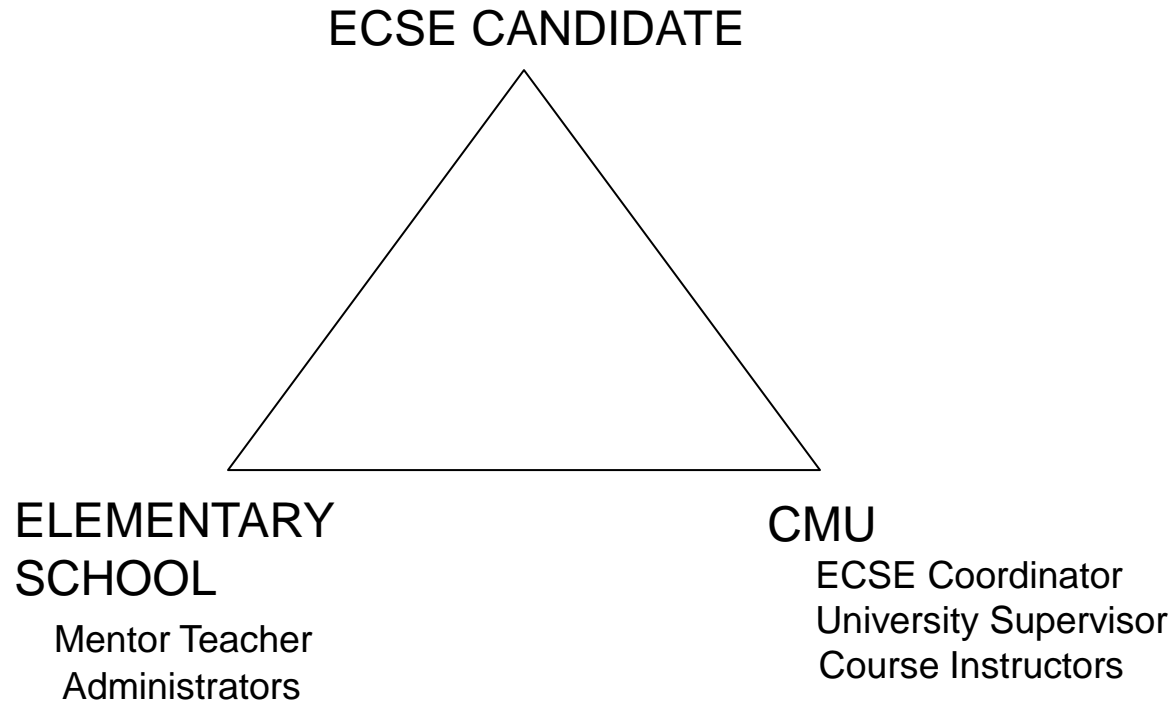




Agenda

- Welcome
- Pre-Internship Requirements and Expectations
- Paperwork
- Contact Information
- Questions/Discussion

Communication is Essential!



- Course assignments
- Candidate responsible for forms
- Mentors: Please call or email if you have questions, concerns, or something does not feel right; let's get these Candidates ready for effective teaching!

Pre-Internship

- START and END with school district calendar – **2 full days per week** (week of August 1-week of December 16)
- Balance between coursework, working with students, and assisting Mentor Teacher
 - Full-time load
 - Completing intense methods courses
- Candidates spend time in the classroom building relationships with Mentors and students, helping Mentors in any ways possible, completing course assignments
- Learning the classroom routines, the logistics of the school, Mentor responsibilities, high leverage practices, behavior management, assessments, curriculum, etc.



Professionalism

- Professional, positive dispositions are expected
- Perfect attendance and punctuality
 - Notify school secretary, Mentor Teacher, University Supervisor, and Coordinator of lateness or absence
 - Record on time log, complete Absence Form
 - Make up missed hours/days
- Dress – professional, approved by Mentor Teacher
- Professional communication
 - Oral
 - Written
- Phones stay out of sight, coffee cups stay out of sight
- Positive, helpful, engaged, cooperative, professional attitude

** See Pre-Internship/Internship Handbook for more details

Expected Candidate Behavior

- Highly motivated to help out and asks a lot of questions
- Working actively and positively with students
- Arrives early and leaves late, per Mentor Teacher's schedule
- Provides course information to Mentor in timely manner
- Constantly engaged





Observations & Evaluations for Pre-Internship

- Observations by CMU University Supervisor
 - 2 formal lesson observations
- Observations by Mentor Teacher
 - Some course assignments may ask for formal lesson observations
- Candidates are expected to have written lesson plans for 2 University Supervisor observations
- Evaluations (Candidate and Mentor)
 - Midterm (half way through the semester) and Final (end of the semester)
 - Review Candidate Evaluation and use to set goals for Final Internship
 - University Supervisor and Coordinator can help



ECSE Schedule, Tracking & Growth

- Schedule
 - 2 full days per week August-December, Mentor Teachers and Candidates decide days
 - Make up any missed hours/days
- Time Log
 - Candidates log hours (daily)
 - Mentor Teacher's signature is required on time log to verify hours, please check hours regularly throughout semester
- Growth Plan
 - Candidates, Mentor Teachers, and University Supervisors will fill this out together at the end of the pre-internship semester (or earlier if needed) using the Intern Evaluation tool as a resource (COTQS)



Continuing On to Final Internship

To continue in these current placements and into Final Internship next semester (Spring, 2025), Candidates must:

- Complete CDE background check and district requirements at the beginning of placement
- Turn in evidence of current CPR/FA certification
- Pass content area exams (Praxis 5024, 5692, and 5205)
- Pass all EDUC and ECSE courses with a “B” or better
- Maintain overall GPA of 2.8 or higher
- Pass Final Field Evaluation per Mentor and University Supervisor



Paperwork

- Field Experience Time Log
- School District Calendar
- Absence Form
- Lesson Observation Form (University Supervisor completes this 2 times this Fall semester)
- Field Evaluation Form-Midterm (Mentor Teachers complete this mid-October)
- Field Evaluation Form-Final (Mentor Teacher completes this early December)

(Candidates can download from the CTE website or get hard copies in Gillies' class)

Contact Information

Center for Teacher Education Faculty:

- **Dr. Ann Gillies**, ECSE Program Coordinator
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- **Dr. Nick Bardo**, Department Head for Center for Teacher Education
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ECSE University Supervisors:

- **Leah Reynolds**, University Supervisor
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Program Support Personnel:




- **Devyn Elliott**, Program Support Coordinator (*Support in field placement, student teaching progress monitoring and communication*)
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- **Mary Kienietz**, Administrative Support (*Specializes in undergraduate program admission, mentor, supervisor and other contracts, stipend, CEU, and licensure authorization*)
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Thank you!

Thank you all for being here! Mentor Teachers and University Supervisors-your support, guidance, and encouragement are integral to the success of our Candidates! Candidates-you are going to have such a successful semester, go get 'em! This is going to be an AWESOME learning experience!!!

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